

**RICHMONDSHIRE DISTRICT COUNCIL  
OPEN SPACES AND AMENITIES  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Trainee Pest Control Officer</b>	<b>POST NUMBER</b>	<b>OSA PCO XX</b>
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**MAIN PURPOSE OF JOB:**

To deliver services connected with the eradication of rodent and insect pests, and other pests, in response to a request from the public or businesses.

To undertake and successfully complete the Royal Society for Public Health (RSPH) Level 2 Certificate in Pest Management, alongside other courses.

To deliver contracted services.

To undertake other work to support the protection of public health.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

None

**SUPERVISION AND GUIDANCE:**

Responsible to the Pest Control Team Leader.

**RANGE OF DECISION MAKING:**

To assist in evaluating areas to be treated and to deploy rodenticides, insecticides and equipment in a manner that prevents risks to non-target species and the general environment.

To accurately and safely calculate quantities of insecticides required for individual treatments.

To assess areas for compliance with the requirements of the Prevention of Damage by Pests Act 1949 and report findings to the Pest Control Team Leader.

**RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:**

- Responsible for the safe use and security of a Council vehicle.
- Responsible for the safe use, stock control and storage of a range of poisons.
- Responsible for the safe use, maintenance and storage of a range of equipment including spraying apparatus, ladders and other pest control equipment.

- Responsible for the servicing and maintaining accurate records.

**RANGE OF DUTIES AND RESPONSIBILITIES:**

Operational services	<ul style="list-style-type: none"> <li>• To assist in the investigation and take appropriate action in respect of requests for service about insects, rodents and other pests where such have a public health significance.</li> <li>• To assist in maintaining service levels by prioritising requests and contract requirements according to Council policy and Environmental Health policies and procedures.</li> <li>• To assist in arranging and servicing annual pest control contracts at agricultural and commercial premises, to assist in making preliminary surveys, test baiting and such pre-contract work as required and in liaison with the Pest Control Team Leader to programme of visits required and thereafter to ensure the Councils' contractual obligations are undertaken efficiently and at the agreed intervals.</li> <li>• To assist in arranging for the identification of pests and give advice regarding correct and appropriate treatment to external customers.</li> <li>• To assist in undertake periodic surveys of waste and derelict land, ditches, dykes, watercourses, car parks and picnic areas forming potential breeding grounds for rodents and undertake preventative works as necessary to avoid a build up of rodents.</li> <li>• To prepare and mix in the correct proportions and dilutions baits and poisons made up in the poison store and to take all necessary precautions in the handling and use of such materials, in-accordance with risk assessments and method statements</li> <li>• To maintain and use Personal Protective Equipment such as mask filters and assist in carrying out Health and Safety risk assessments associated with the Team.</li> <li>• To carry out such administrative duties commensurate with the post and to keep and maintain records</li> <li>• To operate ICT systems associated with this post.</li> <li>• To undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Open Spaces and Amenities Manager.</li> <li>• To support the efficient implementation and continuing development of the service, to agreed objectives for the authority.</li> </ul>
Innovation and	<ul style="list-style-type: none"> <li>• To keep informed of pest control issues by regular exchange of information with colleagues, external contacts and through</li> </ul>

creativity	<p>on-going training and continued professional development.</p> <ul style="list-style-type: none"> <li>To determine the most appropriate method of control and eradication of pests by use of appropriate poisons and baits, traps, cages, fumigation and sewer baiting This will include having due regard to the safety of the operative and the customer in consideration of the Control of Substances Hazardous to Health Regulations (COSHH).</li> </ul>
Information and communication	<ul style="list-style-type: none"> <li>To assist in preparing of reports and assist in the completion of statistical returns for statutory bodies and internal Performance Indicators, objectives and targets.</li> <li>To maintain adequate records relating to the use and storage of toxic chemicals.</li> </ul>

**CONTACTS:**

- Councillors
- Members of the Public
- Business owners
- Council officers
- Representatives of other Local Authorities
- Government Departments and Agencies particularly DEFRA
- Suppliers of Pest Control Identification Services

<b>SPECIAL CONDITIONS OF SERVICE:</b> None
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<b>COMPILED BY:</b> Gary Hudson	<b>ASSESSMENT DATE:</b>
<b>COMPILED DATE:</b> 19/12/18	<b>ASSESSED BY:</b>
<b>POST GRADE:</b> X	

Job Description  
 Agreed by postholder.....

Date.....